



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
CODES ENFORCEMENT SECTION**
Davy Crockett Tower, Third Floor
500 James Robertson Parkway
Nashville, Tennessee 37243-1162
Phone (615) 741-7190
FAX: 741-1583

LICENSE APPLICATION FOR MANUFACTURER OF MODULAR BUILDING UNITS
INSTRUCTIONS

No person shall engage in business as a manufacturer of modular building units for sale or installation in the State of Tennessee without first having obtained a manufacturer's license from the Department.

Any applicant for a license as a manufacturer of modular building units shall furnish a surety bond executed by the applicant (as principal) and by a surety company qualified to do business in this state (as surety).

The bond for a manufacturer of modular building units shall be one hundred thousand dollars (\$100,000.00).

A separate bond shall be required for each place of business operated by a manufacturer.

The application form, surety bond form, and surety bond must be received and processed before being licensed by The State of Tennessee.

Important!! Please Read and Follow!!

All items on the form **MUST** be completed prior to mailing application. If an item does not apply, simply put **N/A** or **None** in that space. Any blank spaces will result in a delay in processing.

This form **MUST** be processed as prescribed above. Any deviation from the process **WILL** result in a delay in processing.

If you have any questions regarding this procedure, feel free to call this office at (615) 741-7190 or E-mail at mike.bartlett@state.us.tn.



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LICENSE APPLICATION FOR MANUFACTURER OF MODULAR BUILDING UNITS
(Pursuant to Tennessee Code Annotated, Title 68, Chapter 126, Part 3)

DIRECTIONS: This application must be fully completed and accompanied by the appropriate fees, Surety Bond form, and Surety Bond. Please make check or money order payable to:
The State of Tennessee, Department of Commerce and Insurance.

Any false statement or material misrepresentation on this application shall be cause for denial, suspension, or revocation of license.

- ☐ \$1,100.00 Initial (New) License Fee; (1,000.00 License Fee, plus \$100.00 Non-refundable Application Fee)

1. Name of Manufacturer: _____

2. Manufacturing Facility Location: _____
(Street or P. O. Box)

(City) (State) (Zip Code) (County)

3. Telephone: () _____ FAX: () _____

E-Mail Address: _____

4. Manufacturer Mailing Address: _____
(Street or P. O. Box)

(City) (State) (Zip Code) (County)

5. Doing Business as: ☐ Individual ☐ Partnership (LLC) ☐ Corporation / Incorporation

6. If Individually Owned: _____
(Print or Type Full Name of Owner)

(ATTACH ADDITIONAL SHEETS, IF NECESSARY FOR THE FOLLOWING ITEMS)

7. If Partnership (LLC): _____
(Print or Type Full Names of Partners)

(Print or Type Full Names of Partners)

8. If Corporation / Incorporation: _____
(Print or Type Full Names of Each Officer) (Title)

(Print or Type Full Names of Each Officer) (Title)

(Print or Type Full Names of Each Officer) (Title)

9. Detail experience in Modular Building Unit Manufacturing: _____

10. List all other Modular Licenses, Registrations or Approvals currently held in other State Programs:

(State) (Description)

(State) (Description)

11. Has your manufacturing facility or firm ever been involved in any disciplinary proceedings affecting your Licenses, Registrations or Approvals in any other State Modular Building Program?

☐ Yes ☐ No

If yes, provide complete details: _____

12. Certifications by Applicant:

I/We certify that I/We will not manufacture any Modular Building Units, for sale or shipment into The State of Tennessee, which do not comply with all of the requirements of **Tennessee Code Annotated, Title 68, Chapter 126, Part 3, (Modular Building Act) and Chapter 0780-2-13 (Modular Building Units) of the Rules and Regulations of the State of Tennessee.**

Signature: _____ Date: _____

Print Name: _____ Title: _____

- Notes:
- a. Separate License and Surety Bond must be secured for each manufacturing facility.
 - b. All information must be completed before a License can be processed and issued.
 - c. All Licenses shall expire on June 30th of each year. Failure to renew by June 30th will result in additional fees.
 - d. The Department of Commerce and Insurance shall be notified **in writing** of any change in the information furnished on this application **within thirty (30)** days of such change.

All items **MUST** be completed prior to mailing application. If an item does not apply, simply put **N/A** or **None** in that space. Any blank spaces will result in a delay in processing.